



New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date:
Volume:	I	Office of Education	
Chapter:	A	Office of Education	4-17-2003 rev. 10-27-2008
Subchapter:	1	Office of Education	
Issuance:	43	Emergency Preparedness (Shelter-in-Place) (Regional Schools)	Revised:

SUBJECT: Emergency Preparedness for Shelter-in-Place at Department of Children and Families (DCF) Regional Schools

EFFECTIVE DATE: April 17, 2003

REVISED: October 27, 2008

A. OBJECTIVES

To provide a mechanism for each student and infant/toddler who attends a DCF Regional School and who receives a prescribed medication, treatment, and/or special feeding at school and/or at home to have a three day supply of “emergency” medication and/or formula and the necessary prescriptions stored at the Regional School in the event that the school is required to provide a Shelter-in-Place as outlined in the DCF Regional School Safety Plans.

To provide a means for each student and infant/toddler who attends a DCF Regional School program to have an extra set of clothes and diapers, as needed, stored at the Regional School in the event that the school is required to provide a Shelter-in-Place as outlined in the DCF Regional School Safety Plans.

B. DEFINITION

A “Shelter-in-Place” at a DCF Regional School is a situation, in the event of an emergency, such as a natural disaster, a weather-related event or the announcement of a Threat Level Red (Severe) by the Homeland Security Advisory System, where the authorities managing the emergency instruct the school staff and students to stay off the highways and direct the school administration to provide for the safety and comfort of the students and staff inside the school. For

more information regarding a “Shelter-in-Place,” please refer to plan #15 in the Regional School Safety Plans.

C. PROCEDURES

1. The Education Supervisor (ES) or designee shall send the **Emergency Preparedness** letter (Attachment 1), the **Emergency Medical Update** form (Attachment 2), and the **Request for Emergency Medication** form (Attachment 3) to the parent/guardian/residential provider of each new student admitted to a DCF Regional School and of each currently enrolled student, as needed.
2. Within two weeks of the initial notice, the ES or designee shall send the **Second Notice** regarding **Emergency Preparedness** (Attachment 4) to each parent/guardian/residential provider who has not returned the appropriate forms and/or who has not responded to the request for emergency medication, prescriptions, and/or formula and for an extra set of clothes and diapers, as needed.
3. The ES shall assign a staff person(s) to document the receipt of extra clothing and diapers and to label the items with the student’s name before storing them at the school.
4. In the event that the school is directed to provide a Shelter-in-Place, a designated staff person(s) shall be responsible for assuring that the extra clothing and diapers are moved to that location in the school.
5. The school’s nurse shall document the receipt of emergency medications, formula and written prescriptions, noting the expiration dates.
6. All emergency medication and written prescriptions shall be stored in a medication cart and/or medication closet which shall be locked and shall be labeled for **“For Emergency Use Only”**.
7. In the event that the school is directed to provide a Shelter-in-Place, the school’s nurse and/or designee shall be responsible for assuring that the written prescriptions and the emergency medication and formula are transported to that location within the school.
 - a. All medication shall be administered in accordance with OOE Policy #11, “Nursing Services for Students Attending DCF Regional Schools” and the OOE Nursing Handbook.

- b. Records, such as the Administration of Medication/Treatment Record, shall be maintained on each student who receives emergency medication and formula during a “Shelter-in-Place”.
- 8. When students are released back to their parents, guardians or residential staff after a “Shelter-in-Place”, the school’s nurse shall review the written prescriptions and the supply of emergency medication and formula and shall repeat the procedure, as necessary, to maintain a three day supply of emergency medication and formula. A designated staff person shall review the supply of clothing and diapers and, in conjunction with the nurse, shall repeat the procedure, as necessary, to obtain an extra set of clothes and diapers.
- 9. The school’s nurse shall review the emergency medication and formula and the written prescriptions once a month to check for the expiration dates.
 - a. Three weeks prior to the expiration date of the medication, formula, and written prescriptions, the school’s nurse shall notify the parent/guardian/residential provider that a new prescription and a new supply of medication and/or formula will be needed.
 - b. The medication and/or formula due to expire shall be sent home as soon as the replacement is received.
 - c. The medication for a student shall be transported between school and the student’s residence by the student’s parent/guardian/residential provider or another responsible adult and shall never be delivered by the student, including in the student’s backpack or other personal belongings.
 - d. Expired medication shall be handled/destroyed in accordance with the OOE Nursing Handbook.
- 10. The school’s nurse or designee shall contact the parent/guardian/residential provider at least every six months, depending on the needs of the individual student as determined collaboratively by the ES and school’s nurse, to review the **Emergency Medical Update** form for any changes to the student’s medication, treatment, diet or other information. When there are changes, the school’s nurse shall:
 - a. request the parent/guardian/residential staff to provide the correct emergency medication, formula and/or written prescriptions, as needed; and
 - b. make the necessary adjustments to the emergency supplies.

Debra Stewart, Director
Office of Education

Attachments

[Attachment A-1](#): Emergency Preparedness Letter

[Attachment A-2](#): Emergency Medical Update

[Attachment A-3](#): Request for Emergency Medication